



# Axon Commander 4.5



San Diego County Sheriff's Department  
Video Analysis Unit

# What is Commander?

- Commander is a digital evidence management program
- Currently only for management of BWC videos
- Potential in the future to include all forms of digital evidence such as interview video, audio files, photographs, case documents, and BWC video



# Overview

- Deputies will enter metadata (which are tags for Event # and category) on the Axon View application for each video
- Deputies will dock their cameras and the videos will be uploaded into the Commander program with that metadata so videos can be searched for by event number, category, etc.
- The number of videos attached to each event should be noted in the property section of the crime/arrest report

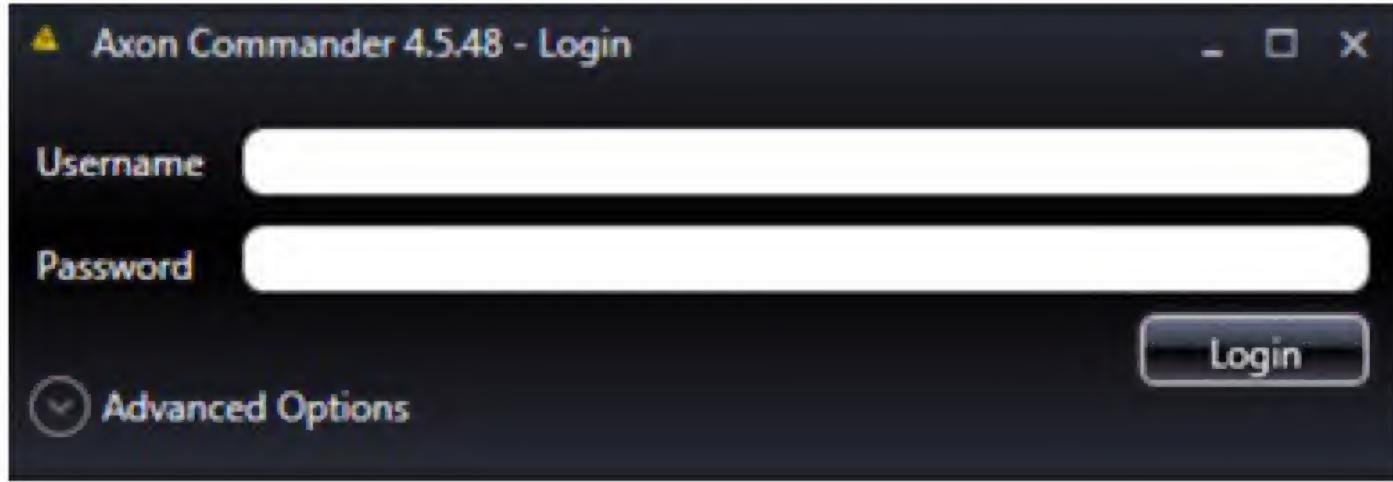


# Overview

- To find the associated video for your investigation, use the search pane with the various filters or the search feature
- Once you find videos, you may tag them with your own identifier for organization and easier location in the future (MISC category)
- Commander can be used to view video, take snapshots, add bookmarks, etc.
- When the case is ready to be sent to DA, Tag with category “Share” and a drop down for the value will appear. Select “DA” and the file(s) will be moved to a ‘bucket’ for the DA to access



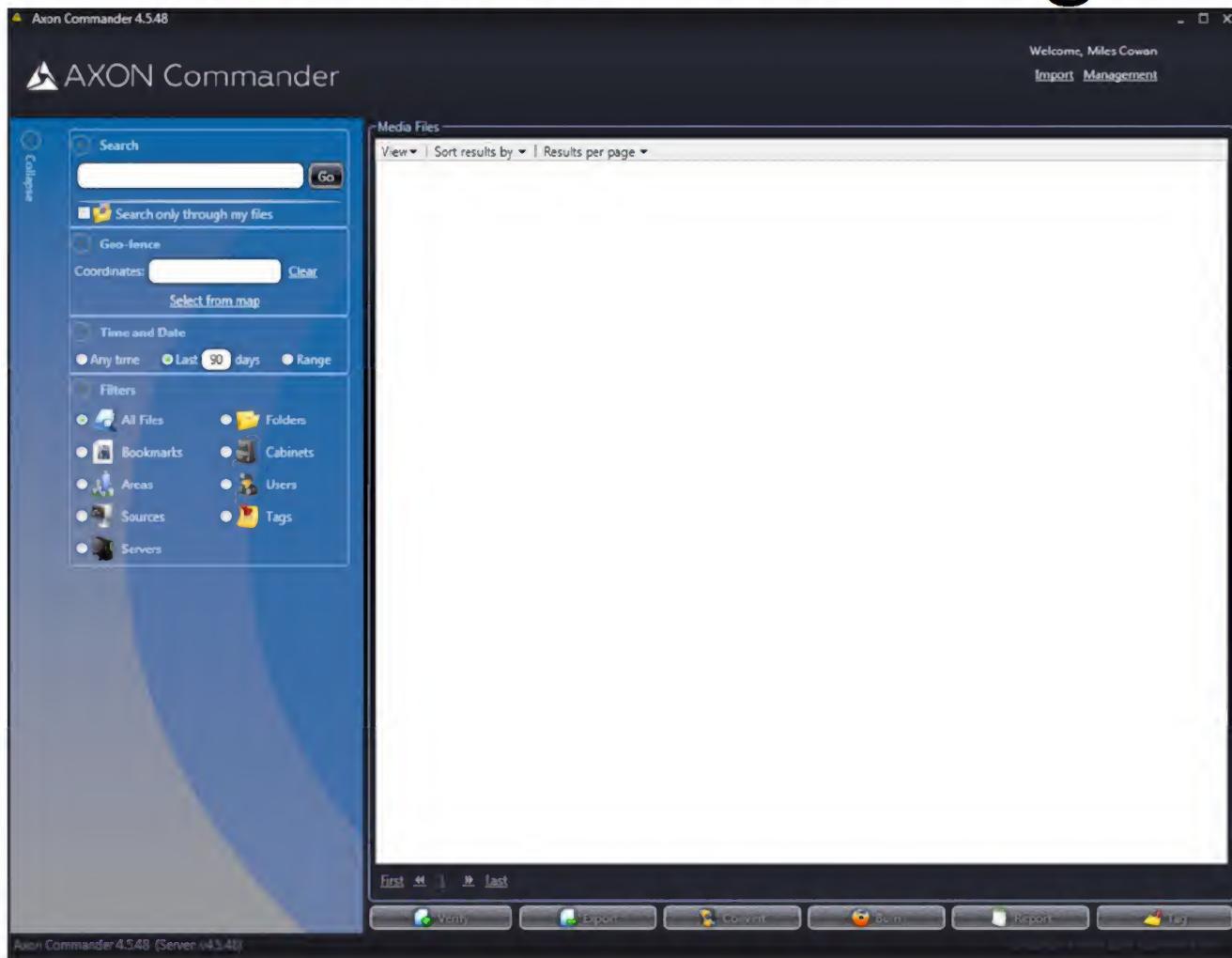
# Launching Commander



- Launch Commander from Shortcut Icon on Desktop
- Commander Client Login screen appears
- Type in your Username and Password in text boxes and click **Login**
- This will be your Sheriff's Desktop username and password



# Commander Main Page



San Diego County Sheriff's Department  
Video Analysis Unit

# Search Pane

The image shows a search interface with the following components:

- Search:** A text input field with a "Go" button.
- Search only through my files:** A checkbox.
- Geo-fence:** A section with a "Coordinates:" input field, a "Clear" button, and a "Select from map" link.
- Time and Date:** A section with radio buttons for "Any time", "Last 90 days", and "Range". The "Range" option is selected, showing "Time Frame" fields for "From" (2014/08/03, 00:00:00) and "To" (2014/11/03, 23:59:59).
- Filters:** A section with two columns of checkboxes:
  - All Files, Bookmarks, Areas, Sources
  - Folders, Cabinets, Users, Tags, Destinations



# Features of Search Pane

- Search section allows users to search by any word in the Commander system (i.e. user name, first name, last name, email address, bookmarks, title, description, tags, folders, cabinets, areas, and sources)
- The “Go” button executes a search based on search, date and time, and filters section



# Features of Search Pane

- The Checkbox labeled “Search only through my Files” searches through the logged in user’s files (i.e. videos the user has generated on their assigned camera)
- Time and Date section includes any time, last # of days, or a date range
- Available filters are all files, bookmarks, areas, sources, folders, cabinets, users, tags, and destinations



**Search**

123

Search only through my files

Geo-fence

Coordinates:

**Time and Date**

Any time  Last  days  Range

**Filters**

All Files  Folders

Bookmarks  Cabinets

Areas  Users

Sources  Tags

Servers

**Media Files**

View ▾ | Sort results by ▾ | Results per page ▾

August, 2015 [3 item(s)]

2015-08-21 12:31:50 28m9s MP4	2015-08-21 12:31:46 30m2s MP4	2015-08-21 12:31:42 30m2s MP4
--	--	--

FLEX.X78058038.0012.150821.12... BODY.X78032315.0015.150821.1... BODY.X78046669.0013.150821.1...

June, 2014 [3 item(s)]

2014-06-29 00:18:40 JPG	2014-06-29 00:18:36 JPG	2014-06-29 00:18:18 JPG
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Scene 1234 Scene 1234 Scene 1234

July, 2007 [5 item(s)]

2007-07-11 07:13:02 JPG	2007-07-11 07:13:02 JPG	2007-07-11 07:13:02 JPG	2007-07-11 07:13:02 JPG
-------------------------------	-------------------------------	-------------------------------	-------------------------------

Shooting Shooting Shooting Shooting

2007-07-11 07:13:02 JPG
-------------------------------

Shooting

First 1 Last

Showing 1 - 11 of 11

# Cabinets, Folders, and Tags

- Videos can be organized in a digital filing system utilizing cabinets to hold folders (Data Services)
- Videos relating to one case can be combined in one search by “parent” case number or “MISC” tag
- You can tag digital evidence to further identify video (i.e. tag as Detective’s last name for cases for easy search)



# Tagging

- Any file in Commander can be tagged which allows users to classify data for easy Search
- Two types of Tags: Drop down and Value
- Tag drop down is a list of tag classifications which are preloaded and appear in a drop down selection list
- Value tags apply free-form text (i.e. whatever the user chooses) (MISC tag is for detectives/investigators to help organize their own cases)
- You can apply tags to multiple files at once
- You can remove and change tags as needed (will be in audit report)



# Tagging

1. Highlight the file in the Results Pane
2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane or in Commander Client Player
3. Click **Add**
4. In the **Name** list, select a tag template
5. In the **Value** box, enter a value for the tag
  - For a text tag you must type a value
  - For a Choice tag you can select a value
6. Click **OK**



# Tagging

AXON Commander 4.6.1.4

Welcome, Alexander Rot  
Import Management

Search

Search only through my files  
Require exact word matches  
Geo-fence  
Time and Date  
Any time (90 days) Range  
Filters  
All Files Bookmarks Areas Sources Servers  
Folders Cabinets Users Tags

Assets

View ▾ Sort results by ▾ Results per page ▾

Warrants

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 14:53:01 Duration: 05:21  
Area: taser body cam 2 Source: taser body cam 2 - X81002942

Warrants

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 14:33:40 Duration: 02:02  
Area: taser axon ixcie Source: taser axon ixcie - X78023035

clip0442.mp4

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 13:38:58 Duration: 01:48  
Area: taser axon ixcie

WMA yelling In Bathroom

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 10:26:00 Duration: 06:00  
Area: taser body cam 2 Source: taser body cam 2 - X81001637

clip0439.mp4

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 09:33:15 Duration: 01:34  
Area: taser axon ixcie

Tro

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 07:50:45 Duration: 10:23  
Area: taser body cam 2 Source: taser body cam 2 - X81001936

415c Deli every Bill Dispute

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 02:01:54 Duration: 02:38  
Area: taser body cam 2 Source: taser body cam 2 - X81002992

X81003234-1086849026

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-06 01:22:00 Duration: 02:38  
Area: taser body cam 2 Source: taser body cam 2 - X81002942

X81002843-1086849025

Username: Extension: MP4 Server: SDSO PROD  
Start Time: 2016-04-05 22:37:51 Duration: 07:41  
Area: taser body cam 2 Source: taser body cam 2 - X81002843

Tags

Tag	Value
Case ID	E3268745
Category	CONTACT ONLY - NO ACTION

Add Remove OK Close Apply

Showing 1 - 31 of 31 items



# Tagging

AXON Commander

Welcome, Alexander Roti

Import Management

Assets

Search

View ▾ Sort results by ▾ Results per page ▾

Warrants

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 14:53:30 Duration: 05:21

Area: laser body cam 2 Source: laser body cam 2 - X81002942

X78023035-clip0190.mp4

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 14:33:40 Duration: 02:02

Area: laser axon lcole Source: laser axon lcole - X78023035

X78031872-clip0440.mp4

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 10:36:04 Duration: 01:48

Area: laser axon lcole Source: laser axon lcole - X78031872

WMA yelling in Bathroom

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 13:38:41 Duration: 06:00

Area: laser body cam 2 Source: laser body cam 2 - X81001637

X78031872-clip0442.mp4

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 10:26:50 Duration: 01:34

Area: laser body cam 2 Source: laser body cam 2 - X81001584

every Bill Dispute

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 08:14:13 Duration: 10:23

Area: laser body cam 2 Source: laser body cam 2 - X81001936

Tro

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 02:01:54 Duration: 02:38

Area: laser body cam 2 Source: laser body cam 2 - X81001992

X81003234-1086849026

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-06 01:22:00 Duration: 02:38

Area: laser body cam 2 Source: laser body cam 2 - X81002992

X81002843-1086849025

Username: Extension: MP4 Server: SDSO PROD

Start Time: 2016-04-05 22:37:51 Duration: 07:41

Area: laser body cam 2 Source: laser body cam 2 - X81002843

Tags

Case ID: E3268745

Category: CONTACT ONLY - NO ACTION

Tag: Value: Please select a tag.

OK Cancel

OK Close Apply

March, 2016 [1]

First 1 Last

Showing 1 - 31 of 31 items

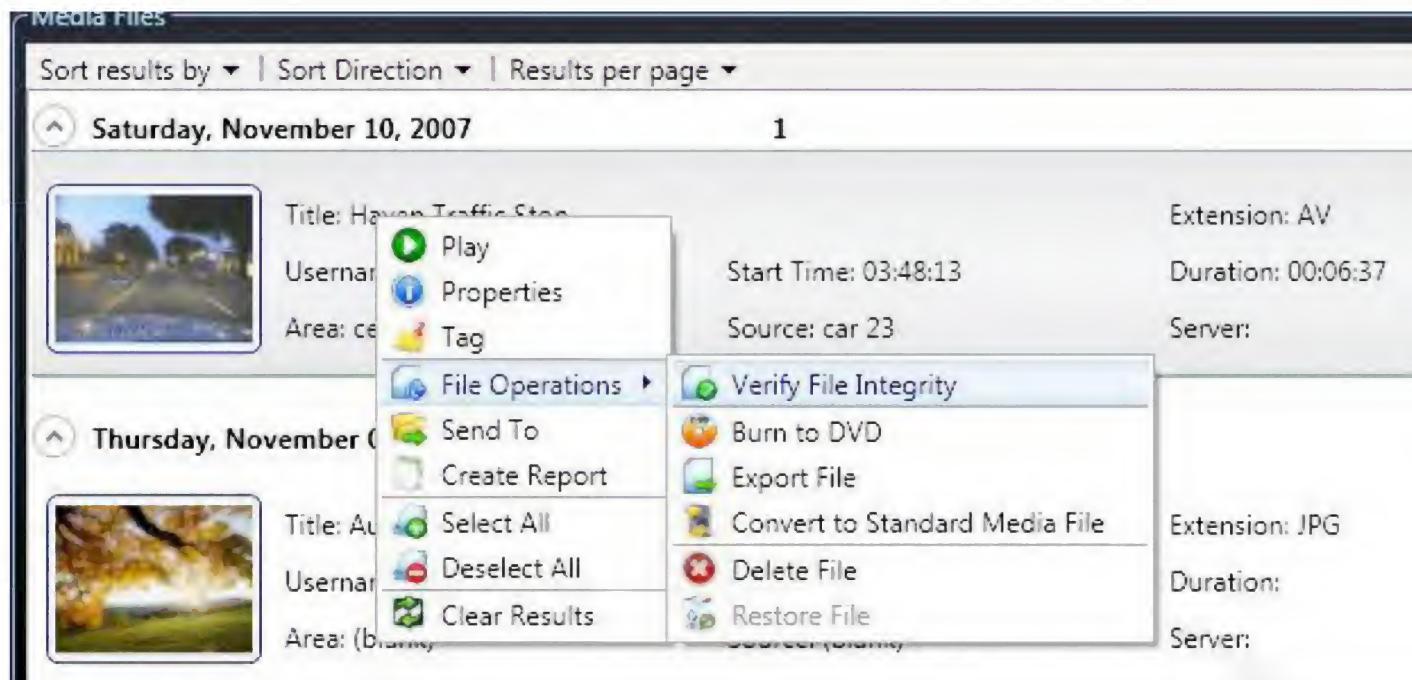
Verify Export Convert Burn Report Tag

Search results: 31 assets found



# Context Menu

- Right-click on any file and the context menu appears



# Context Menu

- Play: This action invokes the Commander Client Player
- Properties: This action opens the Properties window for the file
- Tag: This action opens the Tag window to Tag this specific file
- File Operations:
  - Verify File Integrity: This action opens the Verify File Integrity window for the file- Used for later applications
  - Burn to DVD: This action opens the Burn to DVD window for the file
  - Export File: This action opens the Export File window for the File
- Convert to Standard Media file: This action opens the Conversion window for the file



# Context Menu

- Send to: This sends a specific File to the desired predefined location
- Create report: This creates a Report on all activity of the file



# Playback

- Select a file by double-clicking on the file
- Right-click on the file and select play to watch
- Standard playback controls are available



# Snapshot

- Open the desired video file with the Commander Client Player
- When you are ready to take a Snapshot of the video, click the camera icon on the left side of playback options in Commander Client Player
  - A Save As dialog box opens
- Navigate to the desired location and click **Save**  
By Default, the Name of the Snapshot will be the local Date and Time when the snapshot was taken

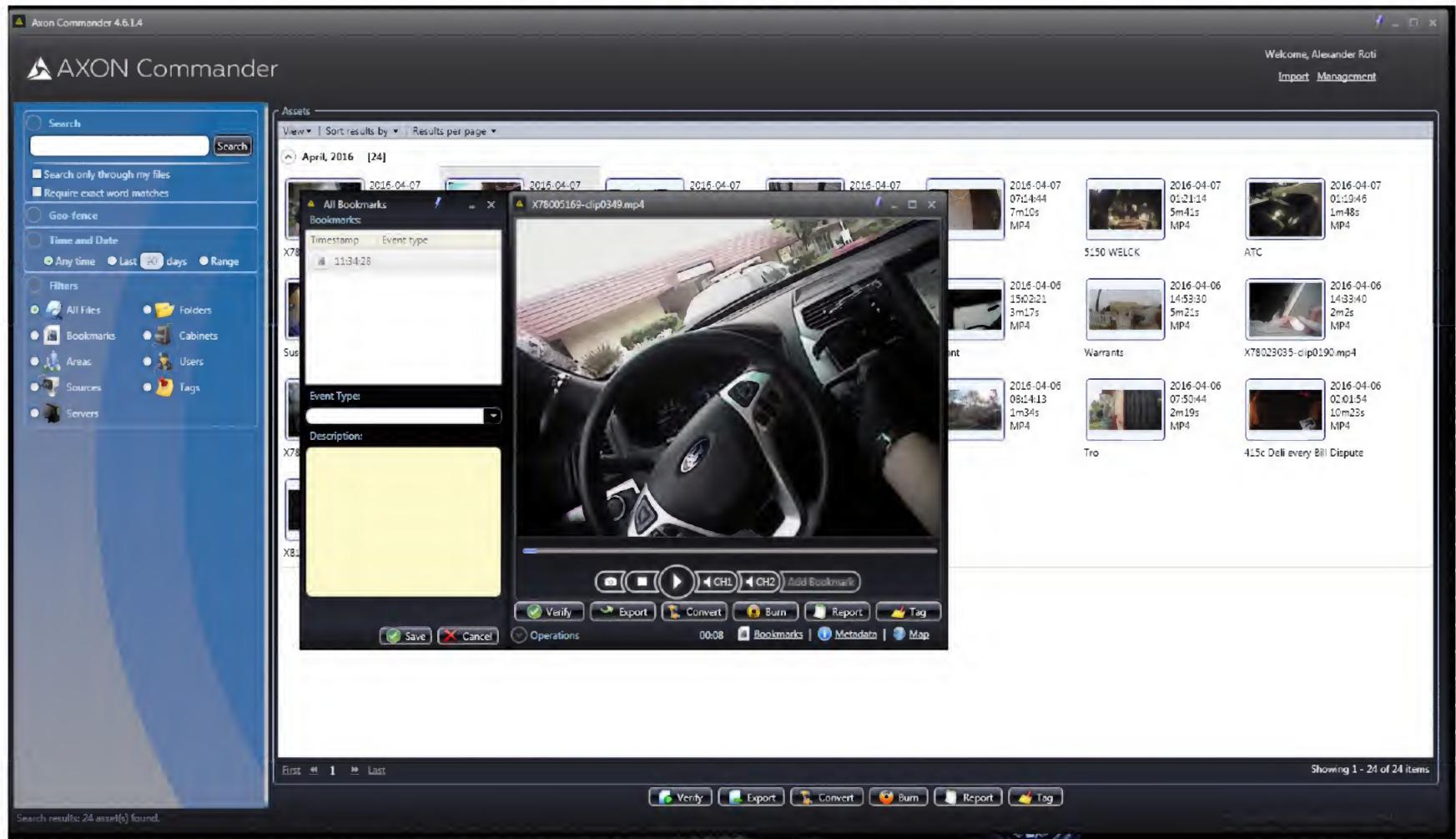


# Bookmarks

- Open a video file in Commander Client Player
- When you get to a point in the video you wish to bookmark you can click the **Add Bookmark** button on the right hand side of the player
- A bookmark box will appear with time stamp for the point in the video at the top
- The middle section allows for an event type or title for the bookmark
- The last section is for a brief description (words in this section can be searched)



# Bookmarks



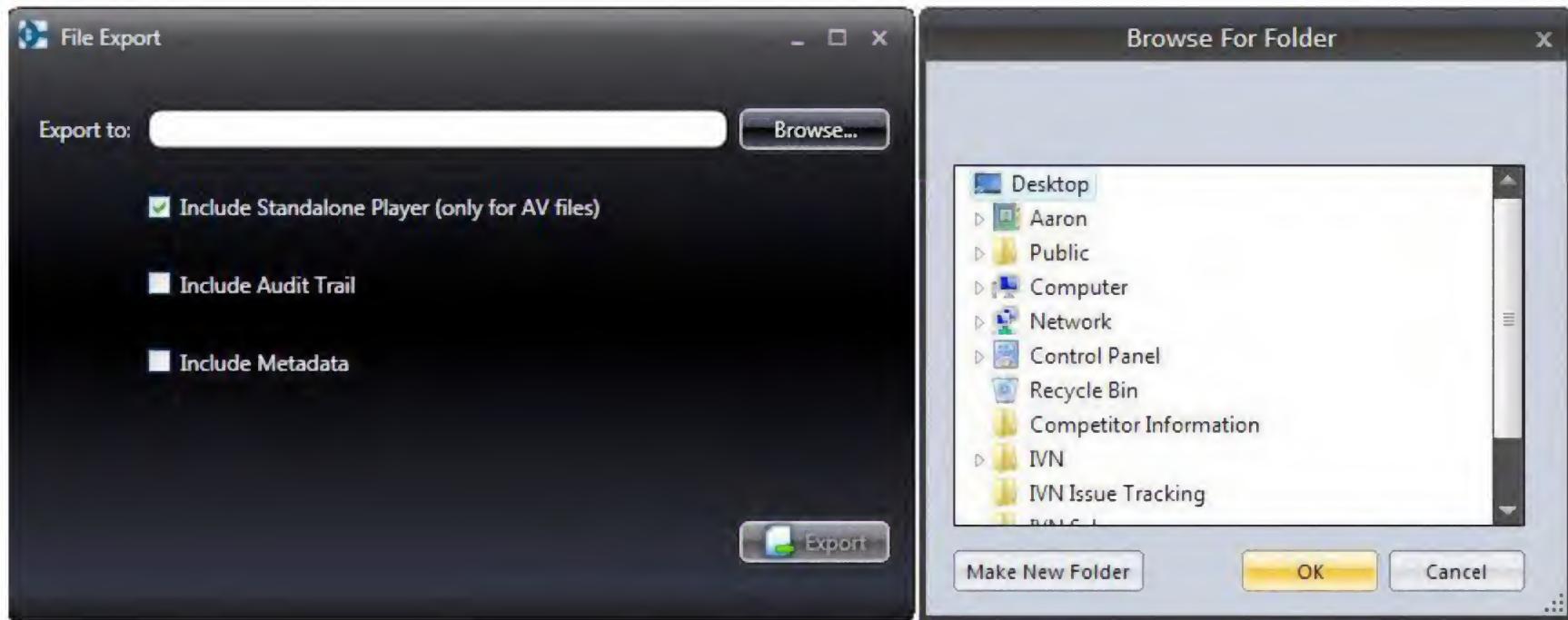
San Diego County Sheriff's Department  
Video Analysis Unit

# Exporting a File

- Use this feature when you want to use a file that is stored in Commander externally
- A copy of the file is sent to the specified location
  1. Highlight the file in the Results Pane
  2. Right-click the file and select **File Operations > Export File**
  3. Click **Export** at the bottom of the Results Pane
  4. Click **Export** in the Commander Client Player
  5. Click **Browse**
  6. There is also an option to include an Audit Trail
  7. Click **Export**



# Exporting a File



The image shows two overlapping windows. The window in the foreground is titled 'File Export' and contains the following fields and options:

- Export to:** A text input field with a 'Browse...' button to its right.
- Checkboxes:** Three checkboxes with the following labels:
  - Include Standalone Player (only for AV files)
  - Include Audit Trail
  - Include Metadata
- Buttons:** A 'Browse...' button and an 'Export' button with a file icon.

The window in the background is titled 'Browse For Folder' and shows a list of folder paths:

- Desktop
- Aaron
- Public
- Computer
- Network
- Control Panel
- Recycle Bin
- Competitor Information
- IVN
- IVN Issue Tracking
- IVN...

At the bottom of the 'Browse For Folder' window are three buttons: 'Make New Folder', 'OK', and 'Cancel'.



# Converting a File

- Most video Files in the Commander can be converted to WMV format to be played in Windows Media Player
  1. Highlight the file in the Results Pane
  2. Click **Convert** at the bottom of the Results Pane or the Commander Client Player
  3. Select destination by browsing to the location where you want to save the converted file
  4. Click **Convert to Standard Media** to start process (conversion time is about the same as the time of the video)



# Burning a File

- Files in Commander can be burned to a Data or Authored DVD

1. Highlight the file in Results Pane
2. Right-click on file and select **File Operations > Burn to DVD** or click **Burn** at the bottom of the results pane or in Commander Client Player
3. Select the desired drive
4. Make sure a disk is inserted and select your speed
5. Select Authored or Data (Authored can be played back in standard DVD Player. Data contains original files)
6. Click **Burn to DVD**



# Creating a Report

- Reports detailing an audit trail of actions performed on a file since it was ingested into Commander can be created
  1. Highlight the file in the Results Pane
  2. Right-click on the file and select **Create Report** or click **Report** at the bottom of the results pane or in Commander Client Player
  3. A Report window appears and you can Print, Export to PDF, or Search



# Supervisor Responsibilities

- Assigning OT cameras (or backup)
- Adding additional users to a video file(s) for viewing by another Deputy
- Tagging Case numbers for videos associated with Arrest Reports for 148 PC and 69 PC
- Sending Arrest reports for 148 PC and 69 PC to the DA through tagging system
- Detective Sgt. decide work flow for CN tags and DA Sharing for arrest reports



# How to Send to the DA's Office

- Select/highlight the videos you wish to send
- Select Add Tag (Tag box will appear)
- Tag: “Share”
- Value section “DA” Once this tag is applied copies of the videos will be sent to a “bucket” which the DA has access to



# How to Send to the DA's Office

AXON Commander

Welcome, Juliet Dias

Import Management

Search

View ▾ Sort results by ▾ Results per page ▾

April, 2016 [24]

Assets

Case ID: E3272241

Category: CONTACT ONLY - NO ACTION

Tags

Add tag

Tag: Share

Value: DA

OK Cancel

OK Close Apply

First 1 Last

Showing 1 - 24 of 24 items

Search results: 24 asset(s) found.

Verify Export Convert Burn Report Tag

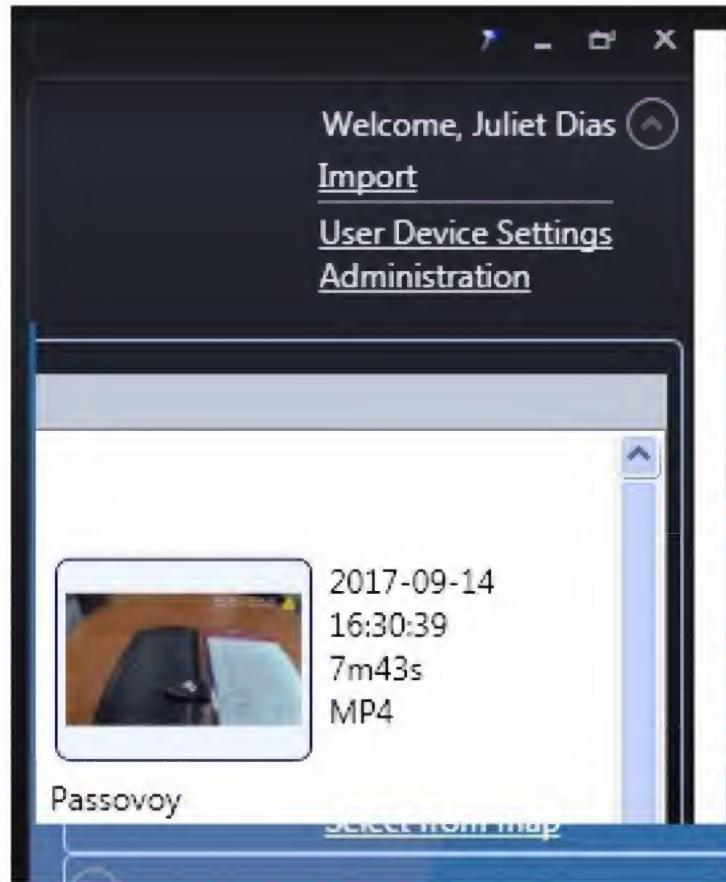


# Assigning Cameras

- Sergeants will have ability to assign cameras
- Click the arrow symbol by your name in top right corner and then click “Administration”
- Management box will appear, select “Devices” on the left side
- Select the “Assignment” tab and search for the serial number (On the bottom of camera next to upload light)
- Select the owner you wish to assign and select the “Assign Device” button
- Be sure the camera you are assigning has been docked and completely uploaded so that all the videos are correctly assigned to the right user (solid green LED in dock)
- Once you have assigned the camera, remove and re-dock



# Assigning Cameras



# Assigning Cameras



# Adding a User

- Sergeants can give permission for one deputy to view another deputy's video for a law enforcement purpose (i.e. writing a report, completing an SO-120)
- Deputies do not have access to other deputy's videos (detectives, supervisors, other investigators do)
- To grant a deputy access to another deputy's video you must add a user



# Adding a User

1. Highlight the desired file(s)
2. Right Click and select “Properties”
3. The Properties window will appear with a drop down for Primary and Secondary User
4. The primary user should have the user that made the recording
5. In the secondary user field find the user you wish to grant access to the file(s)
6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to “None”



# Adding a User

Axon Commander 4.6.1.4

## AXON Commander

Welcome, Juliet Dias

Import Management

Assets

View | Sort results by | Results per page ▾

April 2016 [24]

Search [Search]

Search only through my files

Require exact word matches

Geo-fence

Time and Date

Any time • Last 11 days • Range

Filters

All Files

Bookmarks

Areas

Sources

Servers

Folders

Cabinets

Users

Tags

X78005169-clip0350.mp4

2016-04-07 11:45:00 6m MP4

X78005169-clip0350.mp4

2016-04-07 11:34:20 10:31:30 10:31:18 10:31:16

5150 WELCK

2016-04-07 07:14:44 7m10s MP4

ATC

2016-04-07 01:21:14 5m41s MP4

2016-04-07 01:19:46 1m48s MP4

Susp

647

647

X78031872-clip0442.mp4

2016-04-06 22:01:28 3m6s MP4

X78031872-clip0442.mp4

2016-04-06 13:58:44 46s MP4

X81003234-1066849025

2016-04-06 01:22:47 5m8s MP4

X81002992-1085

Asset Properties

Information | Cabinets | Folders | Security

Title: X78005169-clip0349.mp4

Description:

Primary User: (none)

Secondary User: (none)

Start Time: 2016-04-07 11:34:20

End Time: 2016-04-07 11:43:50

Ingested At: 2017-08-07 10:19:57

Age: 1 year, 2 months, 2 days, 14 hours, 54 minutes, 50 seconds

Source: User axon kxze - X78005169

Camera: X78005169

Server: BWC PROD VM01

OK | Close | Apply

First ▪ 1 ▪ Last

Showing 1 - 24 of 24 items

Verify Export Convert Burn Report Tag



# Body Worn Cameras Contact Information

## Video Analysis Unit

Sgt. David Collins

Deputy Justin Cole

Deputy Juliet Dias

Cpl. Alexander Roti



\*For feedback that does not require a response,  
you may email the unit at [VAU@sdsheriff.org](mailto:VAU@sdsheriff.org)

